



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
BOARD OF PILOT COMMISSIONERS

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

PUBLIC MEETING MINUTES:	Board of Pilot Commissioners
MEETING DATE AND TIME:	Friday October 26, 2016 at 13:00.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room A , second floor of the Cannon Building
MINUTES APPROVED:	Approved December 12, 2016

MEMBERS PRESENT

Bradford Schell, Professional Member
Joseph Morrissey, Professional Member
Stephen McGuinness, Professional Member
Laura Phillips, Public Member
Mark Reardon, Public Member
Maia Murphy, Public Member
Penelope Marshall, Public Member

MEMBERS ABSENT

DIVISION STAFF/DEPUTY ATTORNEY GENERAL

Melanie Alexander, Administrative Specialist II
Virginia Jackson, Administrative Specialist II
Christine Mast, Administrative Specialist III

OTHERS PRESENT

Tom Kenyon

CALL TO ORDER

Mr. Schell called the meeting to order at 13:05

REVIEW AND APPROVAL OF MINUTES

A motion was made by Mr. Reardon, seconded by Mr. Morrissey, to approve the revised August 18, 2016 meeting minutes. Ms. Marshall abstained. The motion carried.

UNFINISHED BUSINESS

None

NEW BUSINESS

Mr. Schell stated there was a need to rearrange the agenda to cover the items listed before the Board would need to go into an executive session to discuss apprenticeship interview questions and related issues.

Apprenticeship Starting Date

Mr. Schell advised that after speaking with the president of the Pilot's Association, the target start date for the apprentice ship program would be January 3, 2017, however the date may change.

Physical Exam & Drug Screen

Mr. Schell advised that he would contact the Pilot's Association concerning what type of drug screening and physical would be required for new apprentices, and when such would need to be completed. He asked Ms. Alexander to notify the successful applicants of the medical requirements for commencement of the apprenticeship.

A motion was made by Mr. Reardon, seconded by Mr. Morrissey, to have the selected apprentices complete their physicals as soon as possible, once they have accepted the position. The motion carried unanimously.

Interviews

There were no objections from the Board to scheduling the interviews on the half hour, giving them 20 minutes to interview, and 10 minutes to deliberate after each one.

A motion was made by Mr. McGuiness, seconded by Mr. Morrissey, to allow interviews to be conducted via phone, or other media programs. The motion carried unanimously.

The Board's rationale for the allowance of telephone interviews is: (1) the short notice from the time of selection for interview to the time of the interview; and, (2) interest in identifying and recruiting the very best field of candidates.

Executive Session

A motion was made by Ms. Phillips; seconded by Mr. Morrissey, for the Board to enter Executive Session for the purpose of reviewing apprenticeship applications, discussion of the interview questions, and the scorecard. The motion carried unanimously.

The Executive Session was called to order at 1318.

Adjournment of Executive Session

Executive Session adjourned at 1459.

NEW BUSINESS

Mr. Schell advised the Board that they now have a slate to vote on, which include: applicants to be interviewed, interview questions, and the interview scorecard.

Interview Questions

A motion was made by Mr. Morrissey, seconded by Ms. Murphy, to accept the interview questions as modified. The motion carried unanimously.

Interview Score Card

A motion was made by Ms. Phillips, seconded by Mr. Morrissey, to accept the score card as modified. The motion carried unanimously.

Supplemental Questionnaire Review and Selection for Interviews

A motion was made by Ms. Phillips, seconded by Mr. Morrissey, to interview the 13 applicants selected. The motion carried unanimously.

Mr. Schell asked Ms. Alexander if she could please change the interview schedule from 9a-5p to 8a-5p, and Ms. Alexander indicated that would not be a problem.

COMPLAINT STATUS

None.

OTHER BUSINESS (for discussion only)

Mr. Schell stated that he has spoken with the Board's DAG Ms. Davis at length about the entire application and interview process, and that it should be modified to a more step by step process. The primary purpose of the review is to assure compliance with evolving statutes and regulations. A secondary benefit of the process review is to memorialize the elements of each step for the benefit of future occasions when appointment of apprentice pilots is required. Ms. Alexander advised that she has already started working on a draft which she would distribute to the Board so they may review the draft and add any suggestion and feedback at the next scheduled meeting.

Mr. Reardon commended the Commission and staff for exercising due diligence and good faith efforts in reaching agreement on the application and selection process

CORRESPONDENCE

None.

PUBLIC COMMENT

Ms. Mast stated that she is Ms. Alexander's supervisor and that she would like to recognize Ms. Alexander for all the intense work that she has completed through this application process. Ms. Mast advised that Ms. Alexander stepped into the role with no direction, or any prior procedure checklist. She stated that Ms. Alexander had to go through hours of previous minutes and also attempted to contact previous Board Liaisons, and with little assistance Ms. Alexander has stepped up and done a tremendous job. There have been bumps in the road but she keeps going, and Ms. Alexander should be recognized for all of her hard work for the Board of River Pilot Commissioners.

The Board warmly supported Ms. Mast's comments and also thanked Ms. Alexander.

NEXT MEETING

Mr. Schell stated that the Board collectively is in agreement to change the November 18, 2016 meeting to a date in December to address multiple agenda items for review and to make sure that all of the renewals were completed on time with no issues. The exact meeting date will be agreed upon based on the Commissioners' availability.

ADJOURNMENT

With no further business before the Board, a motion was made by Mr. Reardon, seconded by Ms. Phillips, to adjourn the meeting. The motion carried unanimously. The meeting went off record and adjourned at 1514.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read 'Melanie Alexander', written in dark ink.

Melanie Alexander
Administrative Specialist II